



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
100 NORTH UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410  
WWW.MH.ALABAMA.GOV



JAMES V. PERDUE  
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION  
EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** MH Specialist IV  
(SA Director of Prevention Services) **NUMBER:** 15-41

**JOB CODE:** A6600 **DATE:** 12-04-2015

**SALARY RANGE:** 82 (\$59,917.60 - \$90,724.80) **PCQ#:** 8813349

**JOB LOCATION:** Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, AL 36130-1410

**MINIMUM QUALIFICATIONS:** Master's degree in Business Administration, Public Administration, or a human services field, plus 60 months or more progressively responsible experience in Substance Abuse Prevention services for children, adolescents, and adults, including experience (24 months or more) in an administrative or supervisory capacity, **OR**, 24 months current permanent status as a Mental Health Specialist III in Substance Abuse Prevention services for children, adolescents, and adults, including experience (24 months or more) in an administrative or supervisory capacity.

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

**KIND OF WORK:** This is highly responsible professional supervisory and administrative work developing, directing and coordinating the array of adult, children, and adolescent prevention programs and services. The person in this position will be responsible for the development and facilitation of the statewide plan and related policies and procedures for the operation of substance abuse prevention services. The person in this position will also be responsible for the development and expansion of the Mental Health First Aid Program, to increase awareness and education to help the public identify, understand, and respond to signs of mental illnesses and substance use disorders. Work also involves the development and maintenance of certification standards, serving as chairperson of the Mental Health and Substance Abuse Division (MHSA) prevention standards committee, representing MHSA on the National Prevention Network, participating in conferences, training, and meetings, making presentations to advocacy, and civic organizations, assisting in the preparation of budget reports and funding requests, facilitates collaboration between 310 Board coordinators and MHSA, supervises the work of MHSA Epidemiological Workgroup, provides consultation and technical assistance to

providers, coordinate activities of regional resource centers, and prepares annual report on the state of MHSA's prevention service system. The person works under the direct supervision of the Associate Commissioner for Mental Health and Substance Abuse Division.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of evidence based principles and practices relative to substance abuse prevention services. Knowledge of SAMHSA's strategic prevention framework and its application to Alabama's prevention services system. Knowledge of strategies needed to create an effective, statewide, coordinated risk and protective approach to substance abuse prevention. Knowledge of accreditation and certification standards. Knowledge of federal and state laws, rules, regulations, and procedures. Knowledge of confidentiality, privacy, and other client rights issues. Knowledge of the dynamics of community coalition building and ability to build partnerships within the community. Ability to express ideas in a clear and concise manner, both orally and in writing. Ability to plan, organize, and monitor work activities to achieve established goals. Ability to manage multiple projects at a time. Ability to develop short and long range plans and objectives. Ability to provide effective leadership and supervision. Ability to utilize personal computer, internet resources and software programs. Ability to establish and maintain effective working relationships with DMH staff, community providers, clients, and the general public.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

**DEADLINE: December 18, 2015**